



Subdivision Concept Plan APPLICATION

240 East Gammon Road – Vineyard, Utah 84058 – (801) 226-1929

DATE: _____

NAME OF
APPLICANT(S): _____

APPLICANT ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

CURRENT ZONING DISTRICT DESIGNATION: _____

NUMBER OF PROPOSED NEW LOTS: _____

LOCATION/ADDRESS OF PROPOSED SUBDIVISION:

TOTAL ACREAGE OF PROPOSED SUBDIVISION: _____

NAME OF PROPERTY OWNER(S): _____

SIGNATURE OF APPLICANT(S): _____

FOR VINEYARD TOWN OFFICE USE ONLY:

DATE RECEIVED:	DATE DETERMINED COMPLETE:	FEES PAID:	DRC MEETING:

PROPERTY OWNER AFFIDAVIT

STATE OF UTAH }
 }ss
COUNTY OF UTAH}

I (we), _____, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge that I (we) have received written instructions regarding the process for which I (we) am (are) applying and the Vineyard Town Planning Staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)

My commission expires: _____

.....
AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the Town considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)

My commission expires: _____

Subdivision Concept Plan Application Requirements Checklist:

- ☐ **1. Application Form.** A Concept Plan Application shall be completed and submitted to the Planner. A Concept Plan Application Form completed and signed by the owner(s) of the Subject Property, as identified on the property assessment rolls of Utah County, or authorized agent of the owner(s), of the lands proposed to be subdivided. If the Application Form is signed by an agent of the owner(s), the Application Form shall be accompanied by an affidavit identifying the agent as being duly authorized to represent the owner(s) in all matters related to the Concept Plan Application.
- ☐ **2. Copies of Concept Plan.** Provide a minimum of five (5) copies in an 11x17 size of the proposed subdivision with the Concept Plan Application.
- ☐ **3. The Concept Plan Application should include the following:**
 - _____ A conceptual layout of the proposed subdivision for the entire area of the subdivision site (hereinafter the "Subject Property") including all proposed lots meeting the minimum development standards required by the Vineyard Town Zoning Ordinance for the Zoning District in which the Subject Property is located including lot area, lot frontage, lot width, and yard requirements.
 - _____ A conceptual layout of all streets including proposed rights-of-way widths, street lengths, and proposed street connections to all adjacent streets and adjoining properties.
 - _____ North arrow, scale, and date of preparation.
 - _____ Vicinity map.
 - _____ Proposed subdivision name.

Subdivision Concept Application Requirements and Review Procedures

1. **Purpose.** A property owner proposing to subdivide any lands located within the municipal boundaries of the Town shall schedule a pre-application meeting with the Town Planner. The purpose of the pre-application meeting is to create an opportunity for the applicant to gain an understanding of the Town's subdivision requirements and to obtain Ordinance and application processing and review information. Following a pre-application meeting, a Concept Plan Application shall be filed with the Planner. The Concept Plan meeting shall be an opportunity for the Town's professional and technical staff to provide a very cursory and initial review of the proposed subdivision, respond to questions, and provide information to the potential applicant.
2. **DRC Review.** The Development Review Committee (hereinafter "the DRC") shall discuss the Concept Plan Application at a regular DRC meeting; the time and place of such meeting will be identified by the Planner. The DRC shall consist of the Town Planner, Engineer, Fire Marshall, Building Official, and other public or private service providers, as determined necessary by the Planner. The DRC and the Applicant(s) may review the procedure anticipated for subdivision approval, application requirements and standards, other applicable Town, County, State and Federal requirements, and any other matters deemed appropriate.

3. **Actions following a Concept Plan Application Meeting:**
 - a. Following the Concept Plan Application Meeting, a Preliminary Subdivision Application may be filed by the Applicant in the Office of the Town Planner.
 - b. Following the Concept Plan Application Meeting the Planner shall present information to the Vineyard Town Planning Commission. At a Commission regular meeting, but as a work session item, information shall be presented to the Commission including the date when the Concept Plan Application Meeting was held, the property owner, or owner's authorized agent, the location of the Subject Property, and any other information related to the proposed subdivision. The Commission may identify items the Applicant should consider with a Preliminary Subdivision Application.
4. **Concept Plan – Not an Application for Subdivision Approval:** A Concept Plan Application does not constitute an application for any subdivision approval and is in no way binding on the Town or the Applicant(s). Any discussion before the DRC, at the meeting when the Concept Plan Application is discussed, shall not be considered by the Applicant as any indication of subdivision approval, or disapproval, either actual or implied by the Town.

CONCEPT PLAN APPLICATION REVIEW PROCEDURES

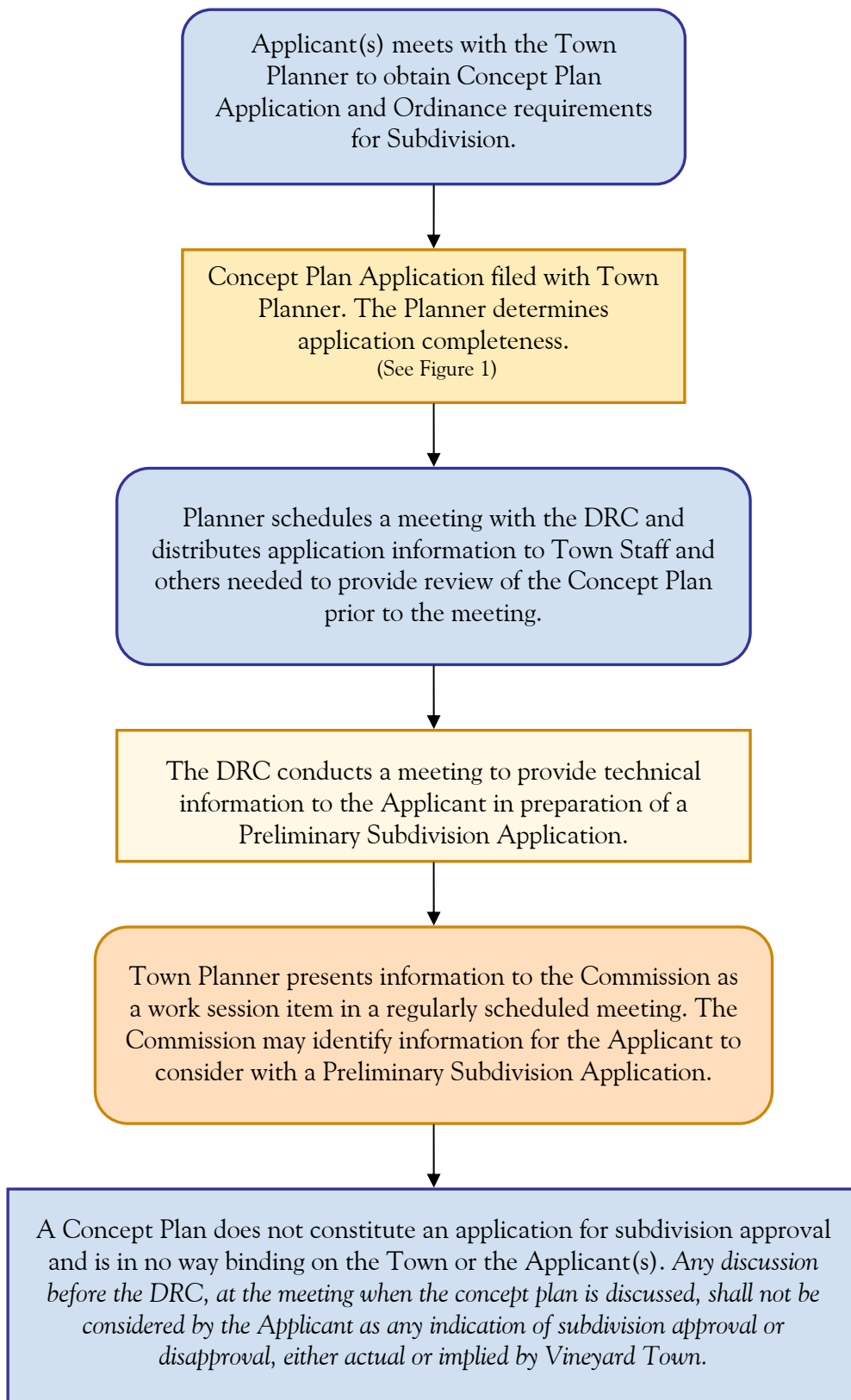


FIGURE 1
DETERMINATION OF APPLICATION COMPLETENESS PROCEDURES

